

EAST WINDSOR REGIONAL SCHOOL DISTRICT, HIGHTSTOWN, NJ 08520

1.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MAY 2, 2011

The Board of Education of the East Windsor Regional School District held a Regular meeting, and Reorganization on Monday, May 2, 2011 at 7:30 p.m. in the Hightstown High School Cafeteria 25 Leshin Lane, Hightstown, NJ.

Members Present: Lisa Abel, Bruce Ettman, Suzann Fallon, Bonnie Fayer, Christine Harrington, Bob Laverty, Susan Lloyd, Kennedy Paul
Members Absent: Paul Connolly (with advance notice)
Also Present: Dr. Edward Forsthoffer, Chief School Administrator
Kurt Stumbaugh, SBA/Board Secretary
David Coates, Board Legal Counsel

AGENDA ITEMS

1. WELCOME

Board Secretary, Kurt Stumbaugh called the meeting to order and read from the public meeting act statement as follows: "Written advance notice of this meeting has been given in accordance with law. Minutes of this meeting are kept by the Board Secretary and will be made available to any member of the public requesting them from the Board Secretary at 25A Leshin Lane, Hightstown, NJ. Minutes will be provided at cost and in accordance with Board policy.

Mr. Stumbaugh asked: "Are there any Board members present who believe this meeting to be in violation of the Open Public Meeting Act?" No one objected. "There being none, we may proceed."

Fire Code Compliance: Mr. Stumbaugh made the following announcement: "In compliance with the fire code of the State of New Jersey, I call your attention to the emergency exit for this room, which is located....."
(Mr. Stumbaugh pointed to the emergency exit.)

2. PLEDGE OF ALLEGIANCE

3. ELECTION REPORT

Mr. Stumbaugh commented that the official certified election results were received from the county clerk late this afternoon and are in agreement except for one vote difference/increase for Lisa Abel to 774 votes previously calculated at 773. That is the only change. Ms. Fallon and Ms. Lloyd were re-elected. The budget passed 1,120 to 929. Those are the official results.

Mr. Stumbaugh invited all three newly elected board members to come forward take the oath of office.

4. SEATING OF NEW BOARD MEMBERS WITH OATH OF OFFICE

Mr. Stumbaugh, led Ms. Fallon, Ms. Lloyd, and Ms. Abel in their taking the oath of office for elected Board members. Mr. Stumbaugh extended his congratulations and best wishes for a successful term of office.

5. BOARD ORGANIZATION

A. ELECTION OF BOARD PRESIDENT

Mr. Stumbaugh called for nominations from the Board for the position of Board President.

Mr. Paul nominated Mr. Robert Laverty. Ms. Lloyd seconded the nomination. Mr. Stumbaugh asked if there were any other nominations. There being none, Mr. Stumbaugh polled the Board.

On a roll call vote of the Board, motion to approve Mr. Laverty as President of the Board of Education was carried unanimously. Mr. Laverty took his seat as Board President, and proceeded with conducting the meeting.

B. ELECTION OF BOARD VICE PRESIDENT

Mr. Laverty called for nominations for the position of Board Vice President.

Mr. Ettman nominated Mr. Kennedy Paul. Ms. Fayer seconded the nomination.

Mr. Laverty asked if there were any other nominations. There being none, Mr. Stumbaugh polled the Board.

On a roll call vote of the Board, motion to approve Mr. Kennedy Paul as Vice President of the Board of Education was carried unanimously.

1. APPROVAL OF AGENDA

Mr. Paul moved, seconded by Ms. Fallon to approve the agenda with an addendum to the staffing item.

On a roll call vote of the Board, motion to approve was carried unanimously.

2. RESOLUTION FOR CLOSED SESSION

Mr. Paul moved, seconded by Ms. Fallon to approve the following resolution:

BE IT RESOLVED, that the Board of Education of the East Windsor Regional School District will hold two closed sessions during its regular meeting on May 2, 2011. These closed sessions concern Personnel matters, Litigation, Contract negotiations, and Attorney /Client privilege: review of procedures in light of McGovern v. Rutgers, with advice. Minutes will be available in accordance with Board policy when the need for confidentiality no longer exists.

On a roll call vote of the Board, Motion to approve was carried unanimously.

C. BOARD POLICIES, BYLAWS, CURRICULUM / COURSE ADOPTION

- Approve that the EWRSD Board of Education will continue its existing policies and bylaws including the “by exception” agenda procedure.
- Approve the District's existing K-12 curriculum and course offerings for the 2011-12 school year in accordance with N.J.A.C. 6:8-3.5
- Approve adult high school program of studies and graduation requirements for 2011-12 school year.

Mr. Paul moved, seconded by Ms. Lloyd to approve. On a roll call vote of the Board, motion was carried unanimously.

D. DEPOSITORIES OF SCHOOL FUNDS

Mr. Paul moved, seconded by Ms. Fayer that the Board approve the following depositories for school funds with duly certified signatures as listed.

Accounts @ TD Bank, N.A.

Required Signatures

General Account	President, Board Secretary and Treasurer of School Monies
Payroll Account	Treasurer of School Monies
Unemployment Trust Account	President, Board Secretary and Treasurer of School Monies
Payroll Agency	President, Board Secretary and Treasurer of School Monies
Capital Reserve Account	President, Board Secretary and Treasurer of School Monies
Capital Projects Account	President, Board Secretary and Treasurer of School Monies
Cafeteria Account	President, Board Secretary and Treasurer of School Monies
Community Education Internal Account	Director, Coordinator
Awards Trust Account-Scholarships	President, Board Secretary and Treasurer of School Monies

On a roll call vote of the Board, motion to approve was carried unanimously.

Mr. Paul moved seconded by Ms. Fayer to approve the following list of awards and scholarship as listed:

On a roll call vote, motion to approve was carried unanimously.

E. AWARDS & SCHOLARSHIPS

- | | |
|--|---------------------------------------|
| Al Punk Memorial Award | Leonard J. Milner Award |
| Art Award | Marc Seiden Memorial Scholarship |
| Behar Surveying Assoc. Award | Marie Parker Black Scholarship |
| Betty Reeves Klank Award | Martin F. Charney Award |
| Cathy Gager Memorial Award | Mehjabin Saifi Memorial Science Award |
| Craig Goldhammer Award | Methodist Madness Basketball Award |
| Champs Incentive Award | Miscellaneous |
| D. Dixon Scholarship | Nathan Bard Award |
| East Windsor Management Assoc. Award | Nat'l Citizenship Education Award-VFW |
| Elise Ann Triano Memorial Award | Nirupam Anand Award |
| Emily Silverstein Scholarship | Philip Barlow Award |
| Enos E. Parsell Memorial Award | Positive Impact Award |
| Eric Whitney Memorial Scholarship | Prize Awards |
| EW PBA 191 Award | Ray Willbergh Memorial Award |
| Field Hockey Award | Robbie Miller Memorial Scholarship |
| Friday Club of Hightstown | Robert Abrams Service Award |
| Glen Howard Sturman Memorial Award | Robert L. Flammer Award |
| HHS Music Donation | Robert Parada Memorial Award |
| Hightstown Elks 1955 Art Award | Rocky Brook Garden Club Award |
| Hightstown Woman's Club | Roger G. Cook Engineering Award |
| Isabelle Lusby Award | Sally Cangelosi Memorial Award |
| James Patrick White Memorial Award | Stacy M. Cutler Memorial Award |
| Jason Segarra Memorial Award | Stephanie Dara Berman Award |
| Joan Catelli & Jeff Catelli Memorial Award | Steven Silverman Memorial Math Award |
| Joel Fischer Memorial Award | Thomas Carroll Memorial Award |
| John I. Nelson Memorial Award | Tina Petri Memorial Award |
| Joseph Kluxen Memorial Scholarship | Vincent Palmer Award |
| Katherine Kreps Scholarship Biological Study Award | William Roesch Memorial Award |

On a roll call vote, motion to approve was carried unanimously.

F. STUDENT ACTIVITIES ACCOUNTS

Mr. Paul moved seconded by Ms. Fallon to approve the following list of student activities accounts and signatories:

- | | |
|---|---|
| Grace N Rogers School Student Activity Account | Principal, Secretary, Clerk |
| Walter C Black School Student Activity Account | Principal, Secretary, Clerk |
| Ethel McKnight School Student Activity Account | Principal, Vice Principal, Secretary, Clerk |
| Perry L Drew School Student Activity Account | Principal, Vice Principal, Secretary, Clerk |
| Melvin H Kreps School Student Activity Account | Principal, Vice Principal, Clerk |
| Hightstown High School Student Activity Account | Principal, Vice Principal, Clerk |
| Hightstown High School Officials Account | Principal, Administrator, Clerk |

On a roll call vote, motion to approve was carried unanimously.

G. PETTY CASH FUNDS & APPROVED SIGNATORIES

Mr. Paul moved seconded by Ms. Lloyd to approve the following list of Petty Cash funds and signatories.

- Business Office: School Business Administrator/Board Secretary, Assistant SBA
- Hightstown HS: Principal, Vice Principal, Clerk
- Melvin H. Kreps: Principal, Vice Principal, Clerk
- Walter C. Black: Principal, Secretary, Clerk
- Grace N. Rogers: Principal, Secretary, Clerk
- Ethel McKnight: Principal, Vice Principal, Secretary, Clerk
- Perry L. Drew: Principal, Vice Principal, Secretary, Clerk

On a roll call vote, motion to approve was carried unanimously.

H. BANK ACCOUNTS @ CITIGROUP FUND SERVICES

Mr. Paul moved seconded by Ms. Fallon to approve the following list of bank accounts held by the District.

- NJ Cash Management Fund-General Account
- NJ Cash Management Fund-Capital Reserve Account
- NJ Cash Management Fund – Unemployment

“I further move that the School Business Administrator/Board Secretary or Acting Board Secretary be authorized to invest idle funds in investments permitted to New Jersey municipalities as specified in N.J.S.A. 40A:5-15.1, 40A:5-14 and 17:12B-241 via wire transfer in any bank in the State which is eligible to act as a depository for public funds as certified by the Commissioner of Banking; provided that he/she will report monthly, such investments to the Board of Education at the next regularly scheduled meeting.”
On a roll call vote, motion to approve was carried unanimously.

I. DESIGNATED FINANCIAL DEPOSITORIES

Mr. Paul moved seconded by Ms. Fallon to approve the following list financial bank depositories:

- TD BANK, N.A.
- WELLS FARGO BANK
- BENEFICIAL BANK

On a roll call vote, motion to approve was carried unanimously.

J. AUTHORIZATION TO SIGN CHECKS

Mr. Paul moved seconded by Ms. Fallon to approve the following:

"I move that the Board authorize the continued use of the check signer with the signatures of the Board President, School Business Administrator/Board Secretary and Treasurer of School Monies.”

On a roll call vote, motion to approve was carried unanimously.

K. PAYMENT OF CERTAIN BILLS PRIOR TO BOARD APPROVAL

The Board receives a bill list for approval at each regular meeting. This creates delays in the processing of bills and vouchers to vendors. The effect of delayed payment sometimes results in reduced services and/or increased costs through the loss of prompt payment discounts. NJSA 18A:19-4.1 states that a Board of Education may, by resolution, designate a person in addition to the Secretary to audit any account and approve payment prior to presentation to the Board. Any such approval shall be presented to the Board at its next meeting for ratification.

Mr. Paul moved, seconded by Ms. Lloyd to approve this resolution:

RESOLVED: that the School Business Administrator/Board Secretary and Chief School Administrator be designated as persons authorized to approve accounts to be paid prior to their presentation to the Board. Any such approval shall be presented to the Board at its next meeting for ratification.

On a roll call vote, motion to approve was carried unanimously.

L. BUDGET IMPLEMENTATION

Mr. Paul moved seconded by Ms. Lloyd that the Chief School Administrator and School Business Administrator/Board Secretary be empowered to implement the budget pursuant to policies and regulations of the State Board and the local Board. On a roll call vote, motion to approve was carried unanimously.

M. DESIGNATION OF OFFICIAL NEWS MEDIA

Mr. Paul moved, seconded by Ms. Fallon that the Board designate the *Windsor-Hights Herald*, *The Times of Trenton*, and the *Courier News* as the Board's official newspapers to meet the requirement of the Open Public Meetings Act. All legal advertisements are placed at the discretion of the administration to satisfy NJ Statutes and Administrative Code. On a roll call vote, motion to approve was carried unanimously.

N. BOARD OF EDUCATION REGULAR MEETING CALENDAR

Mr. Paul moved, seconded by Ms. Lloyd, to approve the official meeting place of the Board to be the Hightstown High School Cafeteria and, in accordance with the bylaws, the regular meetings be scheduled at 7:30 p.m. on the second and fourth Mondays of the month except on Monday holidays, when the meeting will be held the next day (Tuesday).

May 16, 2011	Hightstown High School Cafeteria
June 6, 2011	Hightstown High School Cafeteria
June 20, 2011	Hightstown High School Cafeteria
July 18, 2011	Hightstown High School Cafeteria
August 15, 2011	Hightstown High School Cafeteria
September 12, 2011	Hightstown High School Cafeteria
September 26, 2011	Hightstown High School Cafeteria
October 10, 2011	Hightstown High School Cafeteria
October 24, 2011	Hightstown High School Cafeteria
November 14, 2011	Hightstown High School Cafeteria
December 12, 2011	Hightstown High School Cafeteria
January 9, 2012	Hightstown High School Cafeteria
January 23, 2012	Hightstown High School Cafeteria
February 13, 2012	Hightstown High School Cafeteria
March 12, 2012	Hightstown High School Cafeteria
March 26, 2012	Hightstown High School Cafeteria
April 16, 2012	Hightstown High School Cafeteria
April 30, 2012 (reorganization)	Hightstown High School Cafeteria

On roll call vote, motion to approve was carried unanimously.

O. DISTRICT 403B PLAN VENDORS

Mr. Paul moved seconded by Ms. Fallon to approve the following list of 403B plan vendors.

- | | |
|-------------------------------|----------------------------|
| ING DIRECT | USAA LIFE |
| AMERICAN CENTURY SERVICES | VANGUARD |
| AMERIPRISE FINANCIAL SERVICES | VALIC/AIG RETIREMENT |
| AXA EQUITABLE | METLIFE |
| LINCOLN INVESTING PLANNING | FIDELITY INVESTMENTS |
| SECURITY BENEFIT LIFE | GREAT AMERICAN D/B/A/GALIC |
| OPPENHEIMER FUNDS | LINCOLN FINANCIAL GROUP |
| PRUDENTIAL FINANCIAL | |

On roll call vote, motion to approve was carried unanimously.

P. BOARD RESPONSIBILITIES

Mr. Paul moved, seconded by Ms. Lloyd to approve the following list of Board responsibilities:

- 1) Negotiations Committee
- 2) Legislative Liaison
- 3) NJSBA Delegates
- 4) Staff Development Council Members
- 5) MC Vocational Coordinating Council Representative
- 6) Equity Council
- 7) Teacher of the Year
- 8) Governor's / EWRSD Teacher Award

Q. APPOINTMENTS for FISCAL YEAR 2011-12

• **Board Secretary**

Mr. Paul moved, seconded by Ms. Fallon to appoint Mr. Kurt J. Stumbaugh, School Business Administrator to serve as Board Secretary for the 2011-12 school year. On a roll call vote, motion to approve was carried unanimously.

• **Acting Board Secretary**

Mr. Paul moved, seconded by Ms. Lloyd, to appoint David Coates, Esquire, as Board Legal Counsel, and Thaddeus Thompson, Assistant School Business Administrator as Acting Board Secretaries to serve with no pay in the absence of the Board Secretary. On a roll call vote, motion to approve was carried unanimously.

• **EWRSD New Jersey School Boards Association Delegate**

Mr. Paul moved, seconded by Ms. Lloyd, to appoint Mr. Robert Laverty as District Board of Education Delegate to the Mercer County NJ School Boards' Association. On a roll call vote, motion to approve was carried unanimously.

• **Treasurer of School Monies**

Mr. Paul moved, seconded by Ms. Fallon to appoint Mr. John Calavano as the Treasurer of School Monies. On a roll call vote, motion to approve was carried unanimously.

• **Board Legal Counsel**

Mr. Paul moved, seconded by Ms. Lloyd, to appoint Mr. David Coates, Esq. of the law firm Turp, Coates, Essl & Driggers as Board Legal Counsel, and the officers of the Board be empowered to sign, on the Board's behalf, the Agreement for Legal Services. On a roll call vote, motion to approve was carried unanimously.

• **Construction Attorney**

Mr. Paul moved, seconded by Ms. Fallon to appoint Mr. Rob MacPherson, Esq. of GIBBONS Law Firm as Board Construction Attorney. On a roll call vote, motion to approve was carried unanimously.

• **Labor Attorney**

Mr. Paul moved, seconded by Ms. Fallon to appoint Mr. David B. Rubin, Esq. as the Board Labor Attorney. On a roll call vote, motion to approve was carried unanimously.

• **District Architects**

Mr. Paul moved seconded by Ms. Fallon to appoint Garrison Architects and Faridy, Veisz, Fraytak, P.C. as the District's architectural firms. On a roll call vote, motion to approve was carried unanimously.

• **District Auditor**

Mr. Paul moved, seconded by Ms. Fallon to appoint the firm Holman & Frenia, P.C. to serve as District auditors. On a roll call vote, motion to approve was carried unanimously

• **Health Services, School Physicians**

Mr. Paul moved, seconded by Ms. Lloyd to appoint Dr. Howard Cohen of East Windsor Family Group as the District health services physician and to appoint US Healthworks as an alternate school physician.

On a roll call vote, motion to approve was carried unanimously.

• **District Sports Physician**

Mr. Paul moved seconded by Ms. Fallon to appoint Dr. Adam Redlich of A+ Athlete Sports Medicine to serve as the District Sports physician. On a roll call vote, motion to approve was carried unanimously.

• **Board Financial Advisor**

Mr. Paul moved, seconded by Ms. Fallon appoint the firm of Phoenix Advisors as the Board financial advisors. On a roll call vote, motion to approve was carried unanimously

• **Health Services, School Physicians**

Mr. Paul moved, seconded by Ms. Lloyd to appoint Dr. Howard Cohen of East Windsor Family Group as the District health services physician and to appoint US Healthworks as an alternate school physician.

On a roll call vote, motion to approve was carried unanimously.

• **District Sports Physician**

Mr. Paul moved seconded by Ms. Fallon to appoint Dr. Adam Redlich of A+ Athlete Sports Medicine to serve as the District Sports physician. On a roll call vote, motion to approve was carried unanimously.

- **Board Financial Advisor**
Mr. Paul moved, seconded by Ms. Fallon appoint the firm of Phoenix Advisors as the Board financial advisors. On a roll call vote, motion to approve was carried unanimously
- **Chemical Hygiene Officer**
Mr. Paul moved, seconded by Ms. Fallon to appoint Kurt J. Stumbaugh, School Business Administrator/ Board Secretary as the District's Chemical Hygiene Officer. On a roll call vote, motion to approve was carried unanimously.
- **Public Agency Compliance Officer**
As the NJ Department of Treasury Affirmative Action Office Regulations requires that all vendors doing business with the District must be in compliance with Affirmative Action regulations.
Mr. Paul moved, seconded by Ms. Fallon, to appoint Kurt Stumbaugh as the District's Public Agency Compliance Officer. On a roll call vote, motion to approve was carried unanimously.
- **District Police Liaison**
Mr. Paul moved, seconded by Ms. Lloyd to approve the appointment of Dr. Edward Forsthoffer, CSA, as the District's Police Liaison. On a roll call vote, motion to approve was carried unanimously.
- **Insurance Broker**
Mr. Paul moved, seconded by Fallon to appoint insurance firm of WILLIS Insurance as the District's insurance broker, and Integrity Consulting Group as the District's health benefits broker. On a roll call vote, motion to approve was carried unanimously.
- **District 504 Officer**
Mr. Paul moved, seconded by Ms. Fallon to appoint Dr. Tekelah Sherrod as the District's 504 Officer. On a roll call vote, motion to approve was carried unanimously.
- **Affirmative Action Officer**
Mr. Paul moved, seconded by Lloyd to appoint Ms. Deborah Feaster as the District's Affirmative Action Officer and appoint Dr. Edward Forsthoffer as her alternate. On a roll call vote, motion to approve was carried unanimously.
- **Title IX Coordinator**
Mr. Paul moved, seconded by Ms. Lloyd to appoint Mr. Gary Bushelli as the District's Title IX Coordinator. On a roll call vote, motion to approve was carried unanimously.
- **Equity Officer**
Mr. Paul moved, seconded by Ms. Fallon, to appoint Dr. Tekelah Sherrod as the EWRSD Equity Officer
On a roll call vote, motion to approve was carried unanimously.
- **ADA Coordinator**
Mr. Paul moved, seconded by Ms. Lloyd to appoint Dr. Tekelah Sherrod as District Coordinator for the American's With Disabilities Act. On a roll call vote, motion to approve was carried unanimously.

- **RESOLUTION FOR APPOINTMENT OF DISTRICT PURCHASING AGENT**

“I move that the Board approve the following RESOLUTION for the appointment of Kurt J. Stumbaugh as the District Purchasing Agent for the 2011-12 school year”.

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

WHEREAS, Kurt J. Stumbaugh currently possesses the qualified purchasing Agent license;

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education pursuant to the statutes cited above hereby appoints Kurt J. Stumbaugh as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the East Windsor Regional Board of Education, and

BE IT FURTHER RESOLVED, that Kurt J. Stumbaugh is hereby authorized to award contracts on behalf of the East Windsor Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Kurt J. Stumbaugh is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but less than the bid threshold (currently \$36,000).

Adopted: May 2, 2011

- **RESOLUTION TO APPOINT THE SCHOOL DISTRICT'S CUSTODIANS OF GOVERNMENT RECORDS**

WHEREAS, The Open Public Records Act expands the public's right of access to government records, and

WHEREAS, the East Windsor Regional Board of Education must appoint custodians of government records to comply with the law,

NOW THEREFORE BE IT RESOLVED, that the East Windsor Regional Board of Education appoints the following as its custodians of government records:

- **The Board Secretary**, (or in his absence the acting Board Secretary) for all records other than records concerning students or district employees,
- **The Director of Personnel** (or in her absence Personnel Manager) for records concerning district employees,
- **The Assistant Superintendent of Curriculum & Instruction** for curriculum records and student records for other than special education students,
- **The Director of Student Services** for curriculum and student records of special education students.

During the absence or inability to act or during a vacancy in any of these positions the Superintendent shall be the acting custodian of government records for such positions.

Adopted May 2, 2011

6. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

The NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the “*Code of Ethics for School Board Members*”, (18A:12-24.1).

Each Board member took turns reading out loud Boardmember Code of Ethics as follow:

A School Board Member Shall Abide by the Following CODE of ETHICS:

1. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the Chief Administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

Adopted: May 2, 2011

Mr. Paul moved, seconded by Ms. Lloyd to approve the Code of Ethics for School Board members.

On a roll call vote of the Board, Motion was carried unanimously.

7. PROCLAMATION: SPECIAL EDUCATION WEEK

WHEREAS, the public school districts and the private schools of New Jersey make a major contribution to the public welfare by preparing thousands of exceptional persons to participate as citizens of this state and as members of society; and

WHEREAS, New Jersey’s special education programs produce success stories every day as children with the guidance and support of dedicated teachers and parents, overcome obstacles to achieve to their fullest potential; and

WHEREAS, New Jersey has been a nationwide leader in providing services to students with physical and learning disabilities; and

WHEREAS, New Jersey’s schools annually serve over 244,000 special education students; and

WHEREAS, the New Jersey School Boards Association and the Association of Schools and Agencies for the Handicapped have sponsored Special Education Week in New Jersey since 1985; and

WHEREAS, the theme of this year’s state celebration is “*The Future Begins Today*”; and

WHEREAS, our school district is fortunate to have dedicated teachers, child study team members, support staff and parents who work together for the benefit of our community’s special education children.

NOW, THEREFORE I, Robert Laverty, President of the Board of Education, do hereby proclaim May 8 through May 14, 2011, as Special Education Week in New Jersey and in the East Windsor Regional School District.

Mr. Paul moved, seconded by Ms. Fallon to approve the District proclamation for Special Education Week to be from May 8, to May 14, 2011.

8. ANNOUNCEMENTS

Dr. Forsthoffer made the following announcements:

- Congratulated Ms. Abel on her election to the Board. He also offered his congratulations to Ms. Fallon and Ms. Lloyd for their re-election to the Board and looks forward to working with them all in the next three years.
- Thanked the District staff and community and everyone who helped pass the budget. He expressed his congratulations and much appreciation for the efforts and hard work of the administrators and supervisors who assisted in creating a budget as efficient as possible and is very happy that the community agreed in passing the budget.
- The District Curriculum Fair was fantastic. Congratulations to Debbie Feaster, her staff and teachers in coordinating an amazing event. Tons of people attended. It was hugely popular and has set a standard to continue on for next year.
- The Science presentation given at the last meeting is now available online on the District website.
- Had the privilege of attending the high school National Honor Society induction ceremony. 41 students were inducted.
- New initiatives are now moving forward in the District regarding tracking student progress. Mr. Dzwonar and Ms. Feaster have been looking at a number of programs and we will probably use grant money to help us with the process. Our goal is to better track student assessments, and watch them over the years to identify any weaknesses. This will help us differentiate our instruction to better help our students.
- Regarding students who attend bilingual classes, the transition into a general instruction class may be difficult. We currently are looking at moving our transitional programs from four to two of elementary schools. The benefit would be reducing the number of multi grade classes that these students are in. This is a more efficient use of staff and a great help to the students going through the transition.

9. FIRST OPPORTUNITY FOR PUBLIC COMMENT

Stu Dolgon of East Windsor congratulated Ms. Abel, Ms. Fallon and Ms. Lloyd on their election to the Board. Also congratulated newly elected President Laverty and vice president, Mr. Paul. Wished the best of luck to all for continuing their excellent work for the District.

10. FIRST OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Fayer welcomed and congratulated the elected Board members and offered the Board's assistance to newly elected board member, Lisa Abel.

Ms. Fallon acknowledged the hard work the staff put into getting the budget approved. She especially thanked Dr. Forsthoffer for going above and beyond and it really made a difference and the community feedback is positive. Ms. Fallon also attended the Mayors Shining Star Gala for Better Beginnings pre- school program and both mayors expressed their congratulations that budget had passed.

Ms. Harrington commented on the Special Education Parents Advisory Group and acknowledged the work of current chairperson Bev Applestein and the great job she is doing.

Mr. Laverty expressed his thanks for the Board's support. Acknowledges the great responsibility of his position as Board president and hopes he can live up to everyone's expectations in light of the great job performed by his predecessors. He congratulated Ms. Abel and re-elected Board members Ms. Fallon and Ms. Lloyd. Thanked Dr. Forsthoffer for his contribution to our budget efforts and added he has done an outstanding job so far, and has gone above and beyond in reaching out to the community during budget time. It is really appreciated.

Mr. Ettman gave congratulations to all the election winners. Thanked the administration who worked very hard to make the budget more efficient without comprising educational standards. He also commented on the loss of Alice Weisman from the Board. As president she was a very intelligent and insightful leader. She set standards for us in terms of decorum, and admired her analytical thought process in the various controversial issues the board has had to deal with including the selection of a new superintendent and budget issues over the years. She will be missed.

Ms. Abel thanked the Board for welcoming her and all those who voted yes for the budget. She knows she has big shoes to fill, and will do the best she can and to fulfill everybody's expectations.

11. FIRST EXECUTIVE SESSION

The Board entered into executive session.

Ms. Fayer left the meeting after closed session.

12. MOTION TO APPROVE ROUTINE ITEMS BY EXCEPTION

At each of the regular meetings of the Board of Education, the Board is requested to approve routine agenda items in one action. The following items are recommended for Board approval:

- A. Staffing (with addendum)
- B. Field Trips
- C. Volunteers
- D. Draft of the 2011-2012 District Professional Development Plan
- E. Non-Paid Club at HHS
- F. Depression Prevention Initiative from Rutgers University at MHK
- G. Life Skills Class Scholarship for HHS Graduating Student
- H. Grant Award to the Ethel McKnight School
- I. Approval of Bid for Three 54 Passenger School Buses
- J. Approval of Minutes - April 11, 2011
- K. Modification of Long Range Facility Plan
- L. Removal of Surplus Property
- M. Board Secretary's Report – March, 2011
- N. Treasurer's Report - March, 2011
- O. Transfer Report – March, 2011
- P. Bill List – May 2, 2011

A. Staffing – As submitted

B. Field Trips

Field Trips planned for Hightstown High School:

5/26/11 French Club – Broadway Show, Broadway & 46th St., NYC

6/12/11 Red Cross Club to Special Olympics Event, TCNJ, Ewing, NJ

5/28/11 HHS Marching Band – Princeton Memorial Day Parade, Princeton, NJ

5/30/11 HHS Marching Band – Hightstown Memorial Day Parade, Hightstown, NJ

5/21/11 FIRST Robotics Team – Monty Madness Competition, Montgomery Twp H.S, Skillman, NJ

Field Trips planned for Melvin H. Kreps Middle School:

5/12/11 Student Council to NJASC Spring Awards Program Six Flags Great Adventure, Jackson, NJ

6/14 rain date 6/15/11 to Wiltshire Park, Wiltshire Road, East Windsor, NJ

5/27/11 Team 7 Red to Etra Lake Park, East Windsor, NJ

Field Trips planned for Ethel McKnight School:

5/20 & 6/7/11 Kindergarten and First Grades, to Etra Park, East Windsor, NJ

C. Volunteers

The following have offered to volunteer/chaperone at the Walter C. Black School:

Purnima Krishnamurthy Jay Kelly Gahan Pandina

The following have offered to volunteer/chaperone at the Melvin Kreps School:

Tony Paige Gerson Leiva

D. Draft of the 2011-2012 District Professional Development Plan

Each year the Local Professional Development Committee, comprised of teachers, and a supervisor, work with the School Based Professional Development Committees to develop a plan for professional development for the following school year. Regulations require the Board to be presented with the plan for approval. With the board's approval the plan will be sent to the county Professional Development Board for its review and assessment. (as submitted).

E. Non-Paid Club at HHS

Hightstown High School would like to start a new club entitled "Soccer Club" which would fall under the category of a non-paid extracurricular activity with a teacher advisor. The purpose of the club is to have an enjoyable time after school by playing soccer. The advisor will be Justin Bauman, one of the math teachers at Hightstown High School.

F. Depression Prevention Initiative from Rutgers University at MHK

Rutgers University has developed a program called Interpersonal Psychotherapy-Adolescent Skills Training (IPT-AST) which helps schools address the problem of adolescent depression. The Melvin H. Kreps School would like to be a part of it because we believe that we have many students who are not successful academically because they have mental health issues that interfere with their ability to learn.

With parental consent, the testing they do will identify students who are suffering from depression and provide them with some counseling services. The students would then be broken up into groups to receive counseling; some from IPT-AST and some from the school counselors. It will be a beneficial process to the students regardless of who provides the counseling. After the students have completed the prevention groups, Rutgers will train school counselors in IPT-AST. Students will continue to be assessed by a clinical evaluator from the Rutgers Staff several times over a 2.5 year period (before the program, mid-program, post program, 6 month follow-up, 1 year follow-up, 18 month follow-up, and a 2 year follow-up). These evaluations will track the impact of the program and how to improve it. There is no cost to the school district to participate.

G. Life Skills Class Scholarship for HHS Graduating Student

The Life Skills class at Hightstown High School incorporates a business-like activity, the school store, into their academics. The staff and administration have been very supportive by making purchases from the school store, thereby providing students the opportunity to enhance their math skills. From the proceeds of the store, the class would like to sponsor a scholarship. The purpose of the scholarship is to recognize a graduating senior from the Life Skills Program who demonstrates the following qualities: trustworthy; responsible toward and have respect for the school community; and must be going on to further his/her education. This award is not based on academic achievement. This annual Life Skills Scholarship will be in the amount of \$200.00 maximum to the qualifying student. The Scholarship will be given in the form of a gift certificate to Staples so that school supplies can be purchased for the following school year. If there is no qualifying student, the \$200.00 will remain in the account for use in subsequent years. In the event there is more than one qualifying student, the total amount of available funds will be divided evenly with a maximum amount of \$200.00 for each qualifying student.

H. Grant Award to the Ethel McKnight School

The New Jersey Department of Agriculture in partnership with Rutgers University has chosen the Ethel McKnight Elementary School as our District's recipient for a \$7,500 mini grant entitled: Grow Healthy Team Nutrition Grant. It is sponsored by the NJ Department of Agriculture, and the Rutgers Cooperative Extension of Mercer County Family & Community Health Services (FCHS). The intent of this grant is to provide seed money with a desire to develop child-centered school garden programs that include nutrition education, physical activity, collaborative projects with foodservice and the school wellness team, and invite partnerships/collaborations with the local community. The McKnight school will be given \$7,500 plus support services from the local FCHS office. This money will help get the supplies necessary for creating a child-centered school garden program that will include nutrition education and physical activity. This grant is for the period beginning March 2011 through September 2012. Ms. Stephanie Flynn, 4th grade teacher at McKnight initiated the application for this grant.

I. Approval of Bid for Three 54 Passenger School Buses

The District is required to maintain a fleet of student transportation vehicles sufficient to meet the transportation requirements of the District safely and within the regulatory requirements and sound management practices. There is currently a need for three new 54 passenger school buses and the purchase price will be in excess of the bid threshold. It is recommended that the Board authorize the Business Administrator to conduct formal bidding for three 54 passenger buses.

J. Approval of Minutes - April 11, 2011

As submitted. Meeting minutes are posted on the District Website and on file in Board Secretary's office.

K. Modification of Long Range Facility Plan

The District currently has identified a need to reconfigure the cafeteria serving line in the Rogers Elementary School for the 2011-12 school year. The existing space will be reconfigured to more smoothly serve the students. State regulations require that our Long Range Facility Plan be modified to incorporate this change. This "other capital project" will be small in scope and the majority of the work will be performed by in house staff. Due to time constraints and the limited funding, this project will not be submitted to SDA for funding.

Board Approval is recommended for this action.

RESOLVED: That the Board authorizes Garrison Architects to submit an amendment to our Long Range Facility Plan to incorporate this project.

L. Removal of Surplus Property

The Kreps Middle School librarian has inventoried the collection of books and weeded out approximately 664 miscellaneous books that are outdated, beyond repair, and of no longer use to the district. The librarian is requesting board approval to discard or recycle these items as they are taking up needed space in the library. Board approval is recommended to declare the above books as surplus property to be removed from District inventory and discarded or recycled at the discretion of the MHK librarian.

M. Board Secretary's Report – March, 2011

WHEREAS, the Board of Education has received the report of the Board Secretary and Treasurer for the month of March, 2011 submitted pursuant to N.J.S.A 18A:17-9, and

WHEREAS, in compliance with N.J.A.C. 6:20-2A.10 (d) the Secretary has certified that, as of the date of the reports, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education;

NOW, THEREFORE BE IT RESOLVED, the Board of Education accepts the above referenced reports and certifications and certifies that after review of the Secretary's monthly financial report (appropriation section), to the best of its knowledge, no major account or fund has been over expended in violation on N.J.A.C.6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

N. Treasurer's Report - March, 2011

The Report of the Treasurer of School Monies for the month of March, 2011 is submitted for approval. The Treasurer's report is in agreement with the Board Secretary's report.

O. Transfer Report – March, 2011

The East Windsor Regional School District submits to the County School Business Administrator an updated report of budget transfers and changes in revenue and appropriations on a monthly basis.

The EWRSB Board of Education certifies to the best of its knowledge that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

RESOLVED, that the Board of Education ratifies the attached transfers between budget line items that have been approved by the Superintendent of Schools and reported to them pursuant to Board policy and State regulation.

P. Bill List – May 2, 2011

The Bill and Claims Reports must be approved by the Board of Education before being submitted for payment.

RESOLVED: That the Board of Education approves the payment of bills and claims as submitted in the attached reports for the grand total amount of \$10,340,607.09.

Mr. Paul moved seconded by Ms. Fallon to approve the routine agenda items as submitted.
On a roll call vote of the Board, motion to approve was carried unanimously.

Discussion:

Ms. Harrington commented that she thinks it is fabulous that we are partnering with Rutgers on the depression initiative, as this is a huge issue among the adolescent population.

Ms. Lloyd commented that she hopes our high school teachers and guidance counselors are paying special attention in connection with fact that a Princeton high school student took her own life last week. We should always be looking out for students who may have mental health issues.

Mr. Laverty spoke on the District professional development program. It is very comprehensive. Wondered if there is a synopsis of it available.

Dr. Forsthoffer will try to provide one by the next meeting.

Ms. Fallon commented that in the past, the professional development plans have been so limited and haphazardly put together. She is very proud of what this administration and faculty is requesting and planning to accomplish for certain programs. In house professional development has much improved and congratulated those involved.

13. SECOND OPPORTUNITY FOR PUBLIC COMMENT

No one spoke.

14. SECOND OPPORTUNITY FOR BOARD MEMBER'S COMMENTS

Ms. Harrington asked about Board member online training option.

Mr. Stumbaugh will investigate and respond.

Mr. Laverty commented on the Delegate Assembly coming up. He explained the NJSBA advocates on behalf of school boards, and articulates our position so our school board lobbyists can support legislation on the State level. There is currently a labor issue to be voted on which would be added to the associations policies if approved. It is to deny the continued payment of salary during the period of an employee's suspension for tenure charges. Mr. Laverty will report back to the Board on the results of that action.

15. SECOND EXECUTIVE SESSION

The Board went into second executive session.

16. OPEN SESSION

17. ADJOURN

Mr. Ettman moved to adjourn.

Kurt Stumbaugh, Board Secretary